



GUIDE TO CAMPUS LIVING

Office of Residential Life and Housing
115 Chase Road, Suite 1110
Huntsville, Alabama 35811
Phone (256) 372-5797
www.aamu.edu/housing

Welcome to Residential Life and Housing:
Your Connection to Living and Learning
“On the Hill”!

Living on campus will be one of the most memorable college experiences you will encounter. On-campus living provides you a place for personal development, community involvement, growth, and knowledge.

To aid in the overall educational experience, our office employs a residential life program that nurtures and engages students in learning outside the classroom.

Our office works diligently to provide quality and comfortable living accommodations with a plethora of amenities to make your experience pleasurable. During your stay at A&M, enjoy your residential life experience and take full advantage of this educational opportunity. Again, welcome to Residential Life and Housing at Alabama A&M University.

AAMU Residential Life and Housing Mission, Vision, and Philosophy

MISSION

The Office of Residential Life and Housing supports the academic mission of Alabama Agricultural and Mechanical University by combining great accommodations with a quality living and learning environment that nurtures and supports personal development, leadership, growth, and knowledge.

VISION

To create the ultimate inclusive residential life experience that maintains the University's traditions while beckoning futuristic ideologies.

PHILOSOPHY

The Office of Residential Life and Housing accepts the responsibility to provide and promote an environment that will enhance the personal growth and development of a resident as a student, individual and community member. The following procedures govern residence hall and apartment living and supplement the Student Code of Conduct.

HOUSING STAFF

OFFICE ADMINISTRATION is composed of the Secretary, Area Coordinator, Housing Coordinator Part-time, University Housing and Technology Coordinator, Normal Hills Apartment Manager, Associate Director of Housing Operations, and the Director of Housing.

HALL DIRECTORS AND PROPERTY MANAGER are full-time University employees responsible for the management and daily operations of campus residence halls and the apartment complex. They provide supervision and enforce the procedures and guidelines for student living.

SUPPORT STAFF consist of full-time and part-time individuals who manage the residence halls during the weekends, as well as, evening and overnight hours of operation. Their priority is the student's safety.

GRADUATE ASSISTANTS consist of graduate students that serve as liaisons and assist with several functions associated with the Central Office, residence halls, apartment complex, and other duties that may be assigned.

RESIDENT ASSISTANTS are trained paraprofessional peer leaders that are responsible for building a residential community through programming, serve as a primary resource for students, and enforce residence hall procedures and guidelines.

COMMUNITY ASSISTANTS are trained paraprofessional peer leaders that provide assistance for the apartment complex residents. They build community through interaction with the students they service. They are a primary resource for students and enforce the procedures and guidelines.

BI-WEEKLY & WORK STUDY consists of students that assist the staff in the residence halls. Their duties are mostly clerical but they also handle other duties as they are assigned. They are scheduled to work in the residence hall offices and provide assistance to the hall staff.

COMMUNITY LIVING ON CAMPUS

Residential life is campus life. It encompasses all aspects of living in a community with people who share a common purpose. It's about all experiences outside of the classroom. The idea of residential life describes the intentional way that all out-of-class experiences on a residential campus advance the idea of a meaningful education.

AAMU's residential communities promote individual responsibility and accountability. The development of a community within a diverse world requires that individuals respect and learn from one another. Members of the community come to know each other and are accountable to creating safe and comfortable living environments supportive of the mission of Alabama A&M University.

AAMU's residential communities include the following:

TRADITIONAL HOUSING FOR FRESHMAN FEMALE / MALE	NON-TRADITIONAL HOUSING FOR UPPERCLASSMAN FEMALE / MALE
Hopkins Hall / Female	Foster Complex / Freshman
Palmer Hall / Female	Knight Complex / Freshman - Upperclassman
Terry Hall / Female	Hugine Living Learning Complex / Upperclassman
Thigpen Hall / Female	Normal Hills / Graduate and Upperclassman
Morris Hall / Male	Council Hall- Upperclassman
Stephens Hall / Male	

ADJUSTING TO COMMUNITY LIFE

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides a tremendous learning experience.

There is always an initial adjustment period between roommates. To make this adjustment easier, you should sit down with your roommate(s) during the first few days and discuss the following items:

- Study habits
- Cleaning the room and/or suite and bathroom
- Time for fun
- Visitation/Guest
- Noise (music, cell phone, and TV)
- Use of other's personal property and food
- Roommate agreement form to be filled out together
- Space for clothing, luggage and personal storage
- Work and study schedules

BELONGINGS

Find out your roommate's feelings about lending his or her belongings to other people and that includes you. These items may be clothes, money, car, etc. Some roommates do not mind lending personal items to their roommate(s) but will not lend to other people. Find out. Let your roommate(s) know your feelings.

CLEANING

It is a good idea to divide all the cleaning responsibilities. Make an agreement as to who cleans what and when. If someone is not doing his or her part in the room, do not wait around writing notes complaining. Talk with each other. Do not create hard feelings and increase problems but work at solving them before they grow into bigger problems.

Students who reside in the nontraditional halls/apartment community are responsible for regularly cleaning their showers and baths to prevent the growth of mildew and or mold.

COMMUNICATION

Always strive to keep the lines of communication open between you and your roommate(s). If something about the living situation is bothering you, chances are good it's bothering your roommate as well, so talk about it.

COMMUNITY BILL OF RIGHTS

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of a roommate or suitemates, etc.
3. The right to privacy.
4. The right to host guests with the expectation that guests are to respect the rights of the host.
5. The right for redress of grievances. Residential life staff members are available for assistance in settling conflicts and negotiating differences.
6. The right to be free from fear of intimidation, physical and emotional harm.
7. The right to expect reasonable cooperation in the use of "room-shared" amenities and a commitment to honor agreed-upon living standards.
8. The right to expect reasonable cooperation in the cleaning of rooms, apartments and bathrooms that are shared.
9. The right to be free from peer pressure or ridicule regarding one's beliefs, interests and behavior.

10. The right to have a comfortable shared space with respect displayed for each person's differences.

CONFLICTS WITH ROOMMATE(S)

As it pertains to roommate conflicts in incidences where there is no solution, each student will be subject to a room reassignment within the same hall or a different hall if necessary.

GUESTS

Make specific agreements about the times visitors will be welcome and about entertaining guests. Always consider your roommate's side of the situation. Establish guidelines, with which you both can live comfortably and agree to discuss issues any time either of you has a concern. You need to be flexible, assertive and communicate your needs. You are responsible for the actions of your guests at all times and they may not be left alone in your room/apartment but must be escorted at all times.

INTER-RESIDENCE HALL COUNCIL

The Inter-Residence Hall Council (IRHC) brings together students from all halls who want to make a difference in their residence hall and apartment living experience. This group will keep themselves busy planning and organizing activities and events. Each residence hall and the apartment complex elects a Hall Council at the beginning of each academic year. Any resident of a hall or apartment may run for any office in the residence in which they reside. Hall Directors and the Property Manager serve as the advisors to the Hall Council. IRHC reflects the interest and concerns of residents by planning and implementing social and educational programs.

PERSONAL SAFETY

Here are some important tips to protect you in the halls and around campus.

In the Halls:

- Always lock your door when you are in the room and when you leave to keep yourself and your valuables safe.
- Know the emergency evacuation procedures for your building and be familiar with the location of fire extinguishers and emergency exits.
- Follow health and safety regulations and **do not prop doors open** as this will allow anyone and/or anything to enter your building. If found doing so, a fine will be assessed to the individual (s) or the entire building.
- Look out the peephole before you open the door to ensure you know who is looking for you.

Around Campus:

- Avoid walking alone at night. Take a friend with you if you must go out.
- Look alert and eliminate a potential attacker's element of surprise.
- Carry your keys in your hand because this helps avoid fumbling in the dark.
- Vary your daily patterns because some attackers stalk before they strike.
- Pay attention to your surroundings! What is the best-lighted route? Where can you run for help if necessary?

Victim of an Attack:

- Keep your wits about you, taking into consideration that struggling can save you but sometimes it only antagonizes the attacker.
- Consider passive resistance. Try talking to your attacker in a calm manner.
- Report any attack to Public Safety and residence hall staff immediately.
- Seek medical attention, if necessary.

- Locate emergency stations. Look for the BLUE LIGHT!

PRIVATE ROOMS

A limited number of private rooms are available for upperclassmen only in select residence halls and Normal Hills Student Apartments. When assigned to one of these rooms, you will automatically be charged for double occupancy until such time you request to be moved or fail to reapply for this room.

When a space becomes available in your room or apartment, a roommate may be assigned at any time during each semester. It is your responsibility to keep the other side/bedroom prepared for possible occupancy. This means clothing or personal belongings may not be placed upon or stored in the space provided for a second roommate. Your failure to comply will result in both a private room charge being assessed and possible disciplinary actions.

RESIDENTIAL LIFE STAFFING

The staff member with whom you will have the most direct contact is the Resident Assistant (RA) or Community Assistant (CA). This person lives on your floor or in the building to which you are assigned and is available to assist you with residence hall or apartment living and serves as an informational resource. The RA/CA also ensures that community living standards are maintained and works to plan informative and enjoyable activities. Each residence hall is supervised by a Hall Director and the apartment community by the Property Manager.

RESPECT

Spend some time with your roommate(s) so that you can get to know one another better. This will assist you if problems arise later. Find out your common interests and build on them. Respect your roommate. He or she is an individual. Remember, not everyone is alike or does things the same way. Make other friends and get involved in some activities that are interesting and pertinent to you. Do not depend on your roommate(s) to fulfill your every emotional and social need.

ROOM CHANGES

In hall room changes are only allowable if space is available. Contact the Hall Director or Property Manager for your building at the beginning of the semester to make your request.

Mediation Changes:

While learning to live with differences is an important aspect of college life, we realize that sometimes needs and personalities are just too different. If you really try and it still is not working out, let your Hall Director or Property Manager know. He/she will work with you and your roommate(s) through a Roommate Mediation. Any room and hall change **MUST** be approved in advance by the appropriate housing staff. Violators will be subject to an improper check-out charge and possible disciplinary action.

STAFF OFFICES

Located in the main lobby of each residence hall/complex is the place to:

- report maintenance needs.
- receive assistance when locked out of your room.
- ask for assistance regarding residence life concerns

Traditional and Non-Traditional halls are staffed 24 hours 7 days a week. Normal Hills Student Apartments office is staffed Monday through Friday from 8:00:00 a.m.5:00 p.m.

RESIDENCE SERVICES

BREAK PERIODS

All halls and apartments will close for the **Winter** and **Spring Breaks**. Residents must vacate the hall or apartment by the posted closing times. Students are not required to remove all items out of their room for the breaks, although it is suggested they remove all items deemed valuable. Students are required to relinquish their key or have their ID cards deactivated during break periods.

XFINITY STREAMING SERVICES

Look for the Xfinity App in your student self-service banner.



CUSTODIANS / HOUSINGKEEPING

Each weekday, custodians will clean all hallways, public lounge areas, stairwells, vending and laundry facilities of each residence hall/complex. The cleaning and the supply of cleaning materials for room and apartment living areas and the proper disposal of garbage are the responsibilities of the individual residents.

The residents of each room will be held responsible for their room/apartment. This includes cleanliness, general housekeeping practices and general appearances. Do not leave your trash out overnight because it may attract insects, rodents, and other unwanted creatures. Residents must take all trash and boxes directly down to the dumpsters located adjacent to buildings. If you reside in one of the complexes, you may use the trash chutes.

IN-ROOM INTERNET ACCESS (WhiteSky)

Alabama A&M University is a wireless community. Each residence hall is equipped with wireless internet access. Please make sure your laptop and/or desktop is capable of receiving a wireless signal. For information regarding connection to the internet, please visit IT Services or click the link below:

Technical support issues with AAMU-ResNET or AAMU-Guest, please contact WhiteSky Support:

Web: <https://support.whitesky.us/hc/en-us>

Email: support@whitesky.us

Phone: (866) 755-8593

INTERIM HOUSING

Interim housing is only available for students who are required to remain on campus due to their academic or athletic obligations to A&M (i.e. Student Teachers, Co-Op Participants, winter and spring sports, and others.). If you believe you are eligible for Interim Housing, please have your program/team leader contact the Office of Residential Life and Housing for approval.

For safety and security reasons during winter and spring recess interim periods, all resident's keys are collected, and the I.D. cards are deactivated for all exterior residence hall doors to be locked. Lobby and laundry facilities also are secured.

LAUNDRY MACHINES

Washers and dryers are located in each residence hall and the apartment complex for residents use only. For the protection of your personal belongings, do not leave them unattended. Also, do not overload the washers/dryers. Problems and/or requests for with laundry equipment should be submitted on-line to [CSC Service Works](#).

All residence Hall/Apartment Community provide free laundry.

MAINTENANCE

The Alabama A&M University Office of Physical Facilities schedules and completes repairs as needed. Problems in your room/apartment or problems that you observe in public areas should be reported to the staff office located in your lobby. In the event of an emergency repair and no one is in the staff office, please contact the Department of Public Safety at ext. 5555. When repair needs are reported to the office, a maintenance work order is submitted to Physical Facilities. The maintenance requests are prioritized and scheduled by the Physical Facilities office. Most repairs are completed within three working days. If you have a question about the status of your repair request, contact your Hall Director or Property Manager. While every attempt is made to respect your privacy, by reporting a maintenance need in your room or apartment, you are authorizing access by Physical Facilities staff during the business hours of 8 a.m. - 5 p.m. (Monday through Friday). Please plan accordingly. Emergencies may require access to your room after normal business hours. It is every student's responsibility to report maintenance issues.

PEST CONTROL

Pest control problems should be reported to the Hall Directors or Property Manager. All rooms and apartments are sprayed for pests as problems are reported.

VENDING MACHINES

Carbonated beverages, water and snack machines are located in all the hall lobbies. Problems or requests for refunds should be reported to the vendor utilizing the contact information found on the machine. The vendors will process reimbursement and leave the amount to be reimbursed with the Hall Director.

FOOD SERVICES

MEAL PLAN REQUIREMENT

All students residing in on-campus housing must participate in the “Ultimate” meal plan. This means you have access to all available meals in the cafeteria of Knight Complex and Foster Complex. The “Ultimate” Plan is optional for those residing in Normal Hills. However, Normal Hills will automatically be billed for the \$500 Commuter Plan. The \$200 Bulldog Bucks will no longer be an option.

SUBWAY

Located in Ernest L. Knight Center, the Subway is a great location to grab a healthy sub-sandwich, salad and a refreshing beverage. Food can be purchased with the student meal plan.

THE P.O.D. (Provision on Demand)

Located in Ernest L. Knight Center, the P.O.D is a store for convenience where students can make purchases.

YOUR ROOM

CHECK-IN

The condition of the room/apartment and any University furniture or equipment in your room/apartment is recorded at the time you check-in. When you move into your room, a member of the Residential Life staff will inspect and inventory your room/apartment, review the sheet with you and have you sign the check-in form. You may update the form at the beginning of check in. You are responsible for the accuracy of all information on the check-in/out form.

During the check-in process, you will be given several important notices that you should read carefully. You also will be issued your room key at this time. **PLEASE BRING PHOTO IDENTIFICATION WHEN CHECKING IN.**

CHECK-OUT

When preparing for check-out, you are responsible for:

1. Removing all personal belongings from the room, bathroom and apartment (if applicable) and restoring the room/apartment to the original condition at check-in.
2. Cleaning your room/apartment by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors, and if applicable, cleaning bathrooms.
3. Working out cleaning schedules with roommate(s) to avoid collective billing charges for cleaning and restoration.

Time Periods

Close of Semester: complete a check-out with your hall staff in lobby during designated hours. If a student does not check out properly a fine will be assessed to the account.

1. Withdrawing from the University? Schedule a check-out with your current hall or apartment staff during regular business hours. Once check-out is completed, submit an Intent to Vacate Form which is located online at www.aamu.edu/housing .
2. Other: When extenuating circumstances occur, make an appointment with your Resident Assistant / Community Assistant or the Hall Director / Property Manager to perform your check-out at a time that is convenient for both you and them.
3. If additional time is needed to stay beyond the end of the semester additional charges will be assessed to the account at a prorated amount. The amount is determined based on a daily rate if approved by the housing director.

FURNISHINGS

Each room contains 2 beds, 2 desks, 2 chairs, 2 closets, 2 dressers, cable jack and window blinds. Singles contain one each of the before-mentioned furnishings. The complexes also have a wardrobe in the bedrooms, and a couch, table, chairs, microwave, and mini refrigerator in the common areas. Apartments are furnished with bed, chest or dresser, microwave, refrigerator, sofa, tables and chairs. Individuals are responsible for providing pillows, linen, study lamps, toiletries, and other personal items as necessary. You may not remove University furnishings or equipment from the room/apartment unless it has been approved by the Hall Director or Property Manager for special needs (i.e., disabled mobility). University furnishings may not be stored or placed in walkways outside your room/apartment. You are responsible for inspecting the condition of your room/apartment when moving in and out, and you will be held accountable for any damage to University furnishings and equipment.

GARBAGE DISPOSAL

AAMU strives to keep the campus and the residence halls/apartment complex beautiful and clean. To promote safe and sanitary living conditions, students are required to bag their trash and place it in the designated outside trash areas. Trash should never be left in common areas, hallways, stairwells, or outside the door to your room/apartment. Students with excessive trash will be fined. The Hall director and or Property manager reserves the right to impose fines on a building and or floor as a whole to discourage excessive trash being placed in undesignated areas.

HEALTH AND SAFETY

Weekly inspections are conducted by residential life staff to ensure compliance in living areas with health and safety standards. To limit the likelihood of insects becoming a problem, you should not store perishable items in open containers. It is your responsibility to keep your room/apartment and bathroom (if applicable) clean and neat, and to dispose properly of trash in outside dumpsters (or trash chutes). Residential Life staff reserves the right to check your room/apartment to ensure proper health and safety standards are maintained by all occupants.

Residents do not need to be present for inspections. If a room is found in violation, the resident will be required to promptly correct the situation. Rooms will be rechecked until the situation is resolved. Prohibited items found in rooms will be confiscated. Confiscated items may be picked up from the building Hall Director or Property Manager for permanent removal from the hall. Policy violations found during a Health and Safety inspection may also result in a judicial sanction. For example, failed room check with regards to cleanliness. If the failed room check is not corrected a fine will be imposed.

HEATING AND COOLING

Students are not allowed to have privately owned air-conditioning units or space heaters in the residence halls. Each residence hall has central heat and air that is on a system of heated and chilled water that cannot be switched back and forth quickly. The Office of Physical Facilities, in conjunction with Residential Life and Housing will evaluate the weather patterns to determine when to switch the system to heat/air conditioning.

LOBBIES

Residence Hall lobbies are open 24 hours a day for study purposes and social interaction. They may be closed at the discretion of the Hall Director in the event a problem arises.

LOCK-OUTS

Each resident should carry their room key and ID at all times. If a lock-out occurs, contact the front desk. The front desk will contact a staff member to unlock your room or perform the task themselves. You will be required to present proof of identification before a staff member can unlock your room.

MAIL DISTRIBUTION AND PACKAGES

AAMU Students Mail Process:

- The UPS Store will pick up the mail from the Post-Office, Monday thru Friday, at 9:00a.m.
- Mail will be ready for residents to pick up, Monday thru Friday, by 11:00a.m. at 211 Ralph Lee Student Center (located at the opposite end of the bookstore).
- Notification will be emailed to the students at their (bulldogs@aamu.edu) email address or texted, if provided, to students if they have mail (includes letters and/or packages). Students will need to bring their Student ID or Driver's License as identification to receive mail. It is the responsibility of the students to check for their mail.
- Packages dropped off to your unit/door will need to be pick-up within 24 hours of being delivered. (Normal Hills Residence Only)

STUDENT MAILING ADDRESS

All Residence Halls

Name of Student
Alabama A&M University
4900 Meridian Street
Hall Name / Room Number

Normal Hills Apartments

Name of Student
Alabama A&M University
115 Chase Road
Normal Hills Apartment #

Normal, AL 35762

Huntsville, AL 35811

MICROWAVES

Microwaves are not allowed in our buildings with the exception of Foster Complex, Knight Complex, Hugine Living Learning Complex, and Normal Hills Apartments. They are provided by AAMU for student use and can be found in the public areas of your residence hall. Morris, Hopkins, Palmer, Thigpen, and, Terry Hall cannot bring a microwave. One will be provided for students to use.

The unauthorized use of a microwave in your room is a fire hazard and violation of university guidelines. You will be given 24 hours to remove the microwave or it will be confiscated by residential hall staff.

MULTI-PLUGS

The use of multi-plugs is not allowed in the residence halls/complexes. A multi-plug is not the same as a power strip with circuit breaker and it is permissible. The only authorized multi-plugs options are power strips and surge protectors. You must plug authorized extenders directly into the wall. Each student is allowed two authorized extenders, per room. This is a total of four authorized extenders per room if you reside in a double occupancy room, or two authorized extenders if you reside in a single occupancy room. Multiple violations (two or more) will result in a fine, three or more violations will result in removal from housing.

The Allstate Blog recently published 8 Helpful Fire Safety Tips for College Students, please take 2-3 minutes to read: <https://www.allstate.com/blog/8-helpful-fire-safety-tips-for-college-students/>

Examples of what, and what not to use:



REFRIGERATORS

Residents of Hopkins Hall, Stephens Hall, Terry Hall, and Thigpen Hall may only bring a 1.7 cubic feet refrigerator. In addition to wattage requirements, you must use a power strip with a circuit breaker. If your refrigerator unit exceeds the 1.7 cubic feet or you are not using an approved power strip with circuit breaker, you will be given 24 hours to correct the situation. Failure to do so will cause your refrigerator to be confiscated by residential life staff. Palmer Hall cannot bring a refrigerator.

ROOM KEYS

A room key is issued to each resident upon check-in with the exception of the Hugine Living Learning Complex. Their access is gained by using their ID Card. Residents are expected to carry their key and ID Card at all times. Lost keys should be reported to the front desk immediately.

ROOM PERSONALIZATION

The use of Command Strips is the only adhesive material allowable for decorations. Be very careful that no holes or any type of damage results when it is removed. All types of personalization must be removed at the close of each academic year or any time when residents are not returning to the room/apartment. Failure to comply with the above guidelines will result in charges being assessed.

SMOKE DETECTORS

Smoke detectors are provided in all residence halls and apartments. They are checked regularly to ensure proper working order. Students are not to tamper with smoke detectors. Tampering will result in a restoration charge and judicial action.

WINDOWS

Windows should remain closed when the heating/cooling system is operating and windows should remain locked for the security of your personal property. No items should be stored, thrown, and /or passed from any window.

WINDOW SCREENS

Window screens are to remain properly secured in window frames at all times. They allow for fresh air to be ventilated when the window is open. Removal or damage of screens will result in a restoration charge being assessed. In windows that do not have screens, keep the window closed so that undesirable things do not enter.

RESIDENCE HALL/APARTMENT REGULATIONS

ACCESS TO YOUR ROOM/APARTMENT

Residential Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control, and enforcement of residence regulations. Staff may search a room and seize evidence when strong probable cause exists to make them believe that University guidelines or state laws are being violated. Residents need not be present or give permission for search and staff is not required to identify what they are searching for.

ALCOHOL

The use and/or possession of any alcoholic beverages are strictly prohibited on campus. Knowingly being in the presence of alcohol constitutes a violation of University regulations. Empty alcoholic beverage containers, either in one's personal possession or assigned room are not permitted as decorations. Alcohol found in a room/apartment will be poured out.

COMFORT/SERVICE ANIMALS/PETS

Comfort and/or Service animals are permitted in the residence halls and apartments. The student must receive prior approval from the Office of Veteran Affairs and Disability Services to make these accommodations. The director of Veteran Affairs and Disability Services will send in writing the approval for a new or currently enrolled student residing in Residential Life and Housing to the Housing director.

No other animals are permitted to enter or be kept in the residence halls/apartments. Any resident in violation of this regulation will receive a fine, and must immediately remove the non-sanctioned animal/pet. If the unauthorized animal/pet cannot be immediately removed, the staff person will contact AAMU's Department of

Public Safety for assistance. The resident will be charged any expenses incurred in addition to judicial charges.

Dogs, cats, snakes (reptiles of any kind), small mammals, birds, fish, amphibians, arachnids (spiders of any kind) r insect species, etc., are not permitted on the property. If you or your guests are caught in possession of any pet, you will be fined for cleaning your apartment as well as face possible eviction.

APPLIANCES

Televisions, electric razors, irons with auto shut-off features, clocks, hair dryers, lamps, heating pads, electric blankets, humidifiers, small coffee machine, and fans are permitted in rooms provided their use does not disturb other residents, or their state of repair is not a fire hazard. All appliances must be UL listed. General safety, fire codes, and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence halls and apartments. **Hot plates, grills, electric skillet, toasters, toaster ovens, space heaters, air fryers, and gas appliances are not allowed.**

Please note this list is not all-inclusive. No cooking is permissible in the traditional rooms but a microwave is provided in the common areas for the use of all the residents to warm and/or cook food. The non-traditional rooms in Foster Complex, Knight Complex, and Hugine Living Learning Complex have microwaves provided in each suite to also warm and/or cook food. Normal Hills has a stove/oven for cooking. Violators of this guideline may have the appliances confiscated and will be subject to disciplinary action.

BICYCLES

Bicycles may be stored in student rooms/apartments provided they do not restrict free entry and exit, or may be placed in bike racks conveniently located near your residence hall/apartment (if applicable). Bicycles may not be stored in stairwells, hallways or other common areas and are not to be chained to exterior light poles, trees, etc.

BUSINESSES

The student shall use and occupy the assigned space exclusively as student housing and for no other purposes except as may be permitted by AAMU. The student agrees to exercise due care in the use of the assigned space, its appliances, furnishings, and other AAMU property. At the end of occupancy, the student must vacate and return the space to AAMU in the same condition, including cleanliness, as it was at the beginning of the term of occupancy. **NO BUSINESSES CAN BE OPERATED FROM THE RESIDENCE HALLS OR APARTMENTS. IF FOUND OPERATING A BUSINESS A FINE WILL BE IMPOSED WITHOUT WARNING.**

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

Candles, incense, essential oil warmers and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are not permitted in the residence halls. Candles incense, and any item with an open flame or exposed heat source will be confiscated.

CAR REPAIR

Residents are not allowed to perform any type of car maintenance in residence hall/apartment complex parking areas.

CHILDREN

Children are not allowed to stay overnight or live in residence halls/apartments. Furthermore, because of the concern for liability and proper supervision, **RESIDENTS ARE NOT PERMITTED TO USE THEIR ROOM/APARTMENT AS A LOCATION TO BABYSIT.**

COHABITATION

In University residence halls, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/apartment on a semi-permanent basis usually associated with a sexual or personal relationship (squatting). This includes same-sex and opposite-sex relationships. Cohabitation and excessive visitation violate the rights of roommates/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall room or apartment. They are expected to reside in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer.

CONDUCT

Any resident who intentionally commits attempts to commit, incites or aids others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a judicial hearing will be established. A decision regarding disciplinary action will be made after the resident's hearing and thereafter, the student will have an opportunity to appeal the decision. Below is a list of such acts which may warrant a meeting and/or hearing. This list is not inclusive.

- Obstruction or disruption of disciplinary procedures, residence life procedures, University and/or Residence Life programs or any other authorized function or event.
- Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.
- Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies.
- Failure to maintain proper health/safety standards.
- Failure to respond to a verbal request or written summons from a residence life staff member or other University official.
- Housing of all pets other than approved comfort/service animals.
- Interference with the right of access to residence halls or apartment buildings of those with a contractual right to be in University housing.
- Misrepresentation or misuse of student identification in University housing or failure to show identification upon request by a residential life staff member or University official.
- Possession of alcohol or empty alcoholic beverage containers, either on one's person or in a room/suite that can be identified as belonging to an individual will constitute a violation.

- Removal of and/or damage to University property. Residents in violation will be charged to replace missing or damaged items.
- Tampering with and/or modifying electrical systems (i.e. smoke alarms, outlets). It is against University policy and the Student Code of Conduct to tamper with equipment which includes attaching unauthorized devices such as routers to the network. Students found attaching unauthorized devices to the network may face disciplinary actions, including removal from housing.

Some examples of devices would be:

- *any network hubs / switches / routers (e.g. Netgear, Linksys, HP, Cisco, D-Link)*
- *all wireless routers (e.g. Netgear, Linksys, HP, Cisco, D-Link)*
- *any other device that acts as a "connection" to the AAMU network*
- *any device that interferes with the AAMU network*

Some examples of activity would be:

- *removing / modifying existing AAMU network devices for any reason*
 - *tampering with existing cabling infrastructure*
 - *disrupting network services / traffic*
 - *"eavesdropping", "sniffing", "monitoring", "hacking" network traffic*
 - *any activity deemed "illegal" under Federal or State law.*
- Unauthorized occupation, use of, or unauthorized entry into any residence hall or apartment.
 - Use of sports equipment inside of and in close proximity to residential facilities: i.e. racquetball, skateboards, pellet guns, archery or golf equipment. Furthermore, storage of pellet guns and archery equipment in residence halls is not permitted.
 - Violation of quiet hours between 10:00 p.m. and 8:00 a.m., especially during exam periods.
 - Violations of the terms and conditions of the housing agreement and the University Student Code of Conduct.
 - Visiting a room or apartment with a member of the opposite sex or same sex at times other than announced visitation.
 - Possession or use of firearms, knives, explosives, ammunition or any other weapons.
 - Possession, use, manufacture or sale of any prohibited or controlled drug or substance in University housing.
 - Setting of a fire or the use and/or possession of any open filament or incendiary device in University housing.

- Theft and/or possession of stolen goods, including illegal possession of or damage to University property or property of a person in University housing.
- Verbal or physical abuse, threat of such abuse against any person in University housing, or any conduct that threatens or endangers the health, safety or welfare of any person.

CONFISCATION OF ITEMS

Illegal substances and items found to constitute a health and safety violation will be immediately removed by residential life staff in cooperation with the Department of Public Safety. An incident report will be made listing all items removed or retained as evidence. The illegal items will be disposed of by the police. Some items, depending on the severity of the violation, will be disposed of and others may be returned when a student leaves campus housing and a proper check-out of the residence hall/apartment is done.

CONTROLLED SUBSTANCES/DRUGS

The manufacture, sale, possession, use and intent to distribute controlled substances or drug paraphernalia is illegal and prohibited on campus. Violators will receive disciplinary action.

CURFEW

All who are visiting and do not reside in that hall/apartment must vacate by midnight.

DISCRIMINATION

The Office of Residential Life and Housing is committed to the education of all of its' residential population. This department does not discriminate with regards to gender, sexual orientation, religious beliefs, interests, and race when pertaining to housing assignments/reassignments, staffing, and office assistance.

DISCIPLINE PROCESS

Residential Life staff works diligently to provide a safe and comfortable environment for all students. Students have an important role in contributing to our success. Those who do not cooperate with our efforts will be held accountable for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights, and to be an educative process. The disciplinary process usually begins with a student misconduct report.

Misconduct reports are used by hall/apartment staff to document, in writing, an incident that occurs in and around the residence halls/apartments. Usually these incidents are regulation violations that have occurred and are used to communicate the facts of the incident to the offices of Residential Life and Housing and Judicial Affairs. Misconduct reports can be used to keep the hall/apartment staff informed and ensure the appropriate action is taken. All violators of a regulation will be subject to disciplinary action.

ENROLLMENT

Students residing in University housing must be enrolled as a **FULL-TIME STUDENT** for the semester in which they live in the residence halls/apartments. The minimum for an undergraduate student is 12 hours and the minimum for a graduate student is 9 hours.

GAMBLING

This activity is not allowed inside or outside of any of the residence halls/apartments. All violators will be subject to disciplinary action.

HALL/FLOOR MEETINGS

Hall and/or floor meetings are conducted on a monthly basis in the residence halls/apartments to familiarize students with the expectations of campus living. Residents will be held responsible for all information that is discussed during the meeting. Hall meetings provide excellent opportunities for residents to share concerns and ideas with community members because the entire building meets together. There is also an advantage to hold meetings by each floor separately to address the needs of the floor that are distinctive for the building. The non-traditional halls and apartments have the largest amount of residents to accommodate and usually meet by floor.

INTER-ROOM VISITATION POLICY

Visitation refers to guests, same sex or opposite sex, visiting with residents in residence hall rooms during regularly scheduled hours and days. Visitation refers to residents that do not live in the same building as the resident being visited. The resident checks in another student (maximum of two) by going to the office with the guest(s) to give their ID's to the staff. IDs are returned back to the resident and guest(s) before exiting the building. Normal Hills Apartment guests must leave the property by midnight. There is no visitation during Mid-term and Finals Week.

INSURANCE

The university is not responsible for lost, stolen or damaged property. Therefore, the protection of personal property is the individual's responsibility. Students are strongly encouraged to obtain personal renters insurance, possibly through their parents' homeowners insurance. An example of renter's insurance can be found at <https://gradguard.com>.

LATE CHECK IN

Upon written request, the Office of Residential Life and Housing will hold your assignment for a limited period of time after the official check-in period has ended. Failure to notify our office and/or move in within 48 hours of assigned move-in time will result in your being counted as a **NO SHOW** and your housing assignment will be cancelled.

LOCKOUTS

Room keys are distributed to residents to access their room at any time. Carrying room keys at all times is an individual responsibility but lockouts occur. Assistance is available by requesting to be let into your room/apartment by office staff but charges for lockouts apply.

LOST KEYS

The cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys is charged to the student and is non-refundable. Report your lost key immediately to your Hall Director or Property Manager.

NOISE

Quiet hours will be observed in the residence halls/apartments from 10 p.m. to 8 a.m. daily. During quiet hours, all noise must be contained within individual student rooms and apartments at a level that is not

disruptive to other residents. During mid-term and final exams, 24-hour quiet hours are in effect. Staff members are available to assist in resolving noise-related problems. It is best to attempt to resolve the problem directly before staff is asked to intervene.

BAG AND TAG

Personal property left in a room after a resident leaves by proper or improper check out, is deemed to have been abandoned and will be removed and disposed of at the resident's expense. The University is not responsible or liable for any losses or damages to any abandoned property. The belongings will be packed and stored or bagged and tagged for only two weeks.

PUBLIC AREAS

Public areas in the residence halls and apartments are for use and enjoyment for all residents and may not be reserved for private social events. **THIS IS A NON-SMOKING CAMPUS** so smoking is prohibited.

RESTRICTED AREAS

Certain areas in and around the residence halls are off limits to students. These include, but are not limited to, roofs, ledges, mechanical rooms, crawl spaces, storage rooms, etc.

SQUATTING

Squatting is a criminal violation. The harboring of non-residents during the academic year including the holiday and semester breaks are prohibited. Additionally, the storage of property for a non-resident is prohibited as well. Violations of this rule will result in a fine/ loss of residential status. The final decision will be based on the severity of the violation.

SECURITY

For your own protection and that of your personal property, do not leave your room/apartment unlocked when unattended. Valuable items serial numbers should be registered with Public Safety. University housing is continually monitored to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all safety measures in place. If something appears to be wrong, notify your residential life staff and/or campus police

SURVEYS

Surveys conducted by University housing target the beginning of the fall semester associated with move-in and at the end of the spring semester. Assessments rate the quality of residential life services, specific issues affecting campus life, and official U.S. government census.

THERMOSTAT

In residential facilities with central air conditioning and heating, thermostats are to be set in a range from 68 degrees to 72 degrees. This will help ensure cooling systems do not freeze up in warm weather and will help conserve energy during peak winter months.

UNAUTHORIZED AREAS FOR OUTDOOR ACTIVITIES

Bouncing of basketballs, Frisbee throwing, skateboarding, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to

the halls and the respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited.

VACATING UNIVERSITY HOUSING

Students in residence halls/apartments will be given 24 to 48 hours to vacate for these reasons:

- Voluntary cancellation of housing agreement.
- Loss of Housing privileges
- Suspension from University housing.
- Loss of status as a student.
- Non-payment of registration fees, housing fees, etc.
- Withdrawal from the University.

WITHDRAWAL FROM THE UNIVERSITY

All students withdrawing from the University must completely vacate their assigned room and complete an [Intent to Vacate Form](#). The student must remove all personal belongings and complete a proper check-out with the residence hall/apartment staff. Failure to check out of your residence/apartment may result in a charge to your account for occupying the room and not checking out properly.

FINES FOR HOUSING VIOLATIONS

THERE ARE FOUR VIOLATIONS THAT WILL RESULT IN LOSS OF HOUSING FOR ALL RESIDENTS INVOLVED AND THESE CASES ARE REFERRED TO THE JUDICIARY OFFICE FOR ADJUDICATION

FIGHTING

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

LOSS OF HOUSING
(Based on severity)

ILLEGAL DRUGS

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

LOSS OF HOUSING

SEXUAL ASSAULT

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

LOSS OF HOUSING

WEAPONS

ALL DISCIPLINE CASES GO TO THE JUDICIARY OFFICE

LOSS OF HOUSING

DAMAGES

(DISCRETION OF THE HOUSING DIRECTOR)

IN THE ASSESS OF \$1000

LOSS OF HOUSING

UNAUTHORIZED PETS

DPS and Animal Control will be contacted to remove the pet.

LOSS OF HOUSING

DETAIL OFFENSES/FINES

If needed to curtail the behavior in public areas and the responsible individual(s) cannot be identified, a fine may be imposed/prorated individually/evenly between residents living in a specific section, on a particular floor, or the entire building.

COMFORT/SERVICE ANIMALS DAMAGES

EACH OFFENSE \$500.00 FINE

UNAUTHORIZED COMFORT/SERVICE ANIMALS/PETS

\$500.00 FINE Loss of Housing

UNAUTHORIZED PETS

\$5000.00 FINE

Unleashed Comfort/Support Animal

1st OFFENSE WARNING

\$100 FINE

2nd OFFENSE

\$200 FINE

3rd OFFENSE

\$300 FINE

4th OFFENSE

\$500 AND LOSS OF HOUSING

CONSUMPTION/POSSESSION OF ALCOHOL

1st OFFENSE

\$100.00 FINE EACH PERSON

2nd OFFENSE

\$200.00 FINE EACH PERSON

3rd OFFENSE

\$300.00 FINE EACH PERSON

4th OFFENSE

\$400.00 FINE EACH PERSON

5th OFFENSE

\$500.00 FINE EACH PERSON

DESTRUCTION OR DEFACING UNIVERSITY PROPERTY

EACH OFFENSE

\$100.00 FINE EACH PERSON

DISORDERLY CONDUCT

1st OFFENSE

\$100.00 FINE EACH PERSON

2nd OFFENSE

\$200.00 FINE EACH PERSON

EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS

DISRESPECT OF UNIVERSITY OFFICIAL

REFERRAL

JUDICIARY OFFICE

DRUG PARAPHERNALIA

EACH OFFENSE

\$100.00 FINE EACH PERSON

EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS

GAMBLING

1st OFFENSE

\$200.00 FINE EACH PERSON

2nd OFFENSE

\$400.00 FINE EACH PERSON

GARBAGE DISPOSAL OF EXCESSIVE TRASH

1 ST OFFENSE	\$100.00 FINE EACH PERSON
2 ND OFFENSE	\$200.00 FINE EACH PERSON
3 RD OFFENSE	\$300.00 FINE EACH PERSON
EACH OFFENSE THEREAFTER WILL ADD \$100 INCREMENTS	

ILLEGAL ROOM CHANGES

EACH OFFENSE	\$250.00 FINE EACH PERSON
IMPROPER CHECK-OUT	\$100 FINE

KEY REPLACEMENT

EACH CHARGE	\$165.00-\$215.00
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LOCKOUTS

1 ST OFFENSE	WARNING
2 ND OFFENSE	\$100.00 CHARGE EACH TIME

RIOTOUS BEHAVIOR

1 ST OFFENSE	\$200.00 FINE EACH PERSON
2 ND OFFENSE	\$400.00 FINE EACH PERSON
Additional fees will be imposed beyond the 3 rd OFFENSE	
\$100 INCREMENTS	

ROOM CHECK

1 ST OFFENSE	CORRECTION NEEDED
2 ND OFFENSE	\$50 FINE IMPOSED
3 RD OFFENSE	\$100.00 FINE IMPOSED
Additional fees will be imposed beyond the 3 rd OFFENSE	
\$100 INCREMENTS	

SMOKING

1 ST OFFENSE	\$100.00 FINE EACH PERSON
2 ND OFFENSE	\$200.00 FINE EACH PERSON
Additional fees will be imposed beyond the 3 rd OFFENSE	
\$100 INCREMENTS	

TAMPERING WITH FIRE SAFETY EQUIPMENT

1 ST OFFENSE	\$250.00 FINE EACH PERSON
2 ND OFFENSE	\$350.00 FINE EACH PERSON
3 RD OFFENSE	LOSS OF HOUSING

DETAIL OFFENSES/FINES (CON'T)

UNAUTHORIZED BUSINESSES (all residents)

EACH OFFENSE

\$500.00 FINE IMPOSED

UNAUTHORIZED BABYSITTING/CHILDREN IN RESIDENTIAL LIFE

1st OFFENSE

\$500.00 EACH PERSON

2nd OFFENSE

\$600.00 EACH PERSON

3rd OFFENSE

LOSS OF HOUSING

UNAUTHORIZED VISITATION

1ST OFFENSE

\$200.00 FINE EACH PERSON

2ND OFFENSE

\$400.00 FINE EACH PERSON

3RD OFFENSE

\$600.00 FINE EACH PERSON

Additional fees will be imposed beyond the 3rd OFFENSE

Unleashed Comfort/Support Animal

1st OFFENSE WARNING

2nd OFFENSE

\$100 FINE

3RD OFFENSE

\$200 FINE

4TH OFFENSE

\$300 AND LOSS OF HOUSING

HOUSING DAMAGES CHARGES

Residents are responsible for their assigned apartment, room, or suite and its contents. Alabama A&M University makes no provision for the replacement or repair of equipment due to student negligence or malicious behavior. You may be charged for any damage(s) or extra cleaning resulting while you are living on campus. In the event that damage(s) or a need for cleaning occurs in your apartment, room, or suite and it cannot be attributed to one responsible individual, it will be necessary to divide the charge(s) equally among all apartment, room, or suite residents. If damage occurs in public areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly between residents living in the specific section, on the floor, or in the building. All damage appeals must be in made in writing and submitted to the Office of Residential Life and Housing. Appeals must be filed within 10 business days from the date charges were applied. Charges may be subject to change and additional charges may be assessed based on labor costs and specialized materials.

Bed	\$300.00+
Blinds	\$200.00+
Chair	\$200.00+
Couch	\$500.00+
Desk	\$300.00+
Dresser	\$200.00+
Exit Lights	\$200.00+
Fire Extinguisher and Case	\$350.00+
Glass Door	\$300.00+
Glass Window	\$300.00+
Key Replacement	\$50.00+
Light Fixture	\$100.00+
Locks	\$165.00 +
Mattress	\$300.00+
Metal Door	\$500.00+
Smoke Alarm	\$250.00+
Table	\$400.00+
Window Frame	\$300.00+
Wood Door	\$300.00+

Furniture damage subject to replacement costs plus shipping

NORMAL HILLS GUIDE TO CAMPUS LIVING

THIS SECTION IS NOT LIMITED BUT IS ALSO INCLUSIVE OF RESIDENTIAL LIFE AND HOUSING IN GENERAL

PARTIES/GATERINGS

Parties are not permitted on the property by residents. Residents should be able to entertain their guest in the unit without disruption to roommate(s). No large crowds should be gathered by residents on the lawn or balcony of any unit. Violation of this rule **will result in a fine**. Normal Hills considers **EIGHT** individuals which includes resident(s) as a large gathering or party. \$500.00 fine per resident

SOLICITATION

Normal Hills does not permit the solicitation and distribution of flyers on cars and apartment doors. Violators will be subject to a fine for cleanup.

WILDLIFE

Please be aware that due to the proximity to the wooded areas and mountains you may see wild animals on or around the property. Please **DO NOT** engage them. They are dangerous and Normal Hills Student Apartments is not responsible for injuries sustained by interacting with such animals. Please call Alabama A&M University Public safety at (256)372-5555.

RENTAL INSURANCE

Normal Hills Student Apartment encourages all residents to purchase renter's insurance or to insure your parents' home owner insurance covers your personal items while you are a resident at Normal Hills Student Apartments.

ALCOHOL, TOBACCO OR DRUGS

These items are all **illegal** and if found on the Normal Hills Student Apartments premises the resident (s) will be subject to fines/the loss of their housing.

EXTERIOR NOISE

Residents should be mindful that other residents in their units should not hear your stereo or vocal noise if you are outside. Repeated violations of this rule could result in fines and dismissal from residency status.

GUEST

Normal Hills is a student residential community. Harboring a non-student is a violation of the housing rules and regulations. Resident who have roommates should note that they live in a shared space and your roommate is not to have residential comfort compromised as a result of your guest. For the safety of the residents and other guest you are asked to monitor all activities during their visit. Violations of this rule can result in a fine.

MINOR CHILDREN

Minor children are those defined as under the age of 18 years old. For insurance purposes minor children are not permitted in the rooms/suites/units. This is a college campus and follows housing guidelines in accordance with dormitory regulations for visitors. Babysitting/Children living with a resident is not permitted on the property. \$500.00 fine.

SQUATTING

Squatting is a criminal violation. The harboring of non-residents during the academic year including the holiday and semester breaks are prohibited. Additionally, the storage of property for a non-resident is prohibited as well. Violations of this rule will result in a fine/ loss of residential status.

BAR-B-Q PITS/Grills

Bar-B-Q Pits/grills are not permitted on the property. They are especially, not permitted on the balcony of any apartment unit as they are hazardous and can cause a fire. Violation of this rule will result in a \$250.00 fine. A student will not receive a warning.

PARKING

Parking enforcement at Normal Hills is managed through the AAMU police department. Residents should follow the same protocol as a dormitory resident in obtaining the appropriate parking decal. Failure to obtain a parking decal, illegal or improper parking is subject to fines and towing without warning at the owner's expense. Additionally, vehicles that appear abandoned or inoperable will be towed. Normal Hills defer to AAMU DPS for towing enforcement, but retain the right to tow at its discretion when necessary.

GARBAGE

Garbage or garbage bags are prohibited on balconies, outside of apartment doors or in parking lots. Residents and their guest should be mindful of garbage and dispose of it properly in the dumpsters located near and around each apartment building.

Residents leaving bags of trash on the balcony outside their apartment will be fined \$100.00 per incident. In addition, anything left on the balconies will be discarded, chairs, shoes, plants, mops, grills, etc. Garbage

bags should NEVER be placed in front of the dumpster. Place all bags inside the dumpster. Property manager reserves the right to impose fines on a building and or floor as a whole to discourage excessive trash being placed in undesignated areas.

NORMAL HILLS STUDENT APARTMENT FINE LIST

The fees below are in addition to what has been addressed on page's 22-23.

LOITERING \$100.00-\$200.00 fine per resident

Groups of individuals are not permitted to hang around outside the units, which include balconies and stairs.

NO PETS \$500.00 fine. No warning will be given regarding finding a pet on campus.

COMFORT/SERVICE ANIMALS/PETS

Comfort and/or Service animals are permitted in the residence halls and apartments. The student must receive prior approval from the Office of Veteran Affairs and Disability Services to make these accommodations. The director of Veteran Affairs and Disability Services will send in writing the approval for a new or currently enrolled student residing in Residential Life and Housing to the Housing director.

No other animals are permitted to enter or be kept in the residence halls/apartments. Any resident in violation of this regulation will receive a fine, and must immediately remove the non-sanctioned animal/pet. If the unauthorized animal/pet cannot be immediately removed, the staff person will contact AAMU's Department of Public Safety for assistance. The resident will be charged any expenses incurred in addition to judicial charges.

Dogs, cats, snakes (reptiles of any kind), small mammals, birds, fish, amphibian, arachnid (spiders of any kind), or insect species etc., are not permitted on the property. If you or your guests are caught in possession of any pet, you will be fined for cleaning your apartment as well as face possible eviction.

MUSIC \$100.00 fine

Normal Hills Student Apartments is considered academic housing. The intended priority is to maintain a moderate environment where students can study or relax.

LITTERING \$200.00 fine

Individuals caught littering will be charged. If large amount of litter continues around a specific building, a per-resident charge may be assessed against all building residents.

COMMON AREAS \$100.00 fine

The student shall use reasonable diligence in the care cleaning, and maintenance of assigned accommodations. Residents are required to maintain the kitchen & living room clean, which includes removing garbage on a regular basis. CA's will conduct room checks and will fine accordantly.

NO PARTY GATHERINGS IN THE PICNIC AREA/BALCONY AREA

\$500 fine

NORMAL HILLS STUDENT APARTMENTS FEES/CHARGES

The fees below are in addition to what has been addressed on page's 20-22

Key Replacement	\$165.00
Exterior Door	\$500.00
Interior Door	\$165.00
Door/ Frame Replacement	
Exterior	\$500.00
Interior	\$500.00
Furniture Replacement Cost	
Bed	\$500.00
Mattress	\$400.00
Dresser	\$200.00
Desk	\$300.00
Windows	\$100.00-\$500.00
Blinds	\$50.00-\$125.00
Flooring	\$200.00-\$1000.00
Tables	\$150.00 +
Chairs	
Computer/ Dining	\$75.00 each
Living room Chair	\$250.00
Couch	\$500.00
Kitchen Appliances	
Refrigerator	\$700.00
Stove	\$600.00
Dishwasher	\$500.00
Garbage Disposal	\$300.00
Microwave	\$150.00

** Normal Hills will change fluorescent bulbs, air conditioner filter and smoke detector batteries free of charge; however standard light bulbs and appliance bulbs are the responsibility of the resident.*

NORMAL HILLS CONTACT INFORMATION

Normal Hills Apartment Office	(256) 372-2000
Normal Hills Apartment After-hours Emergency	(256) 457-3379
Maintenance (8:00 am to 4:00 pm) M-F	(256) 372-4275
After-hours maintenance	(256) 503-4559
AAMU Department of Public Safety	(256) 372-5555
911 Emergency Calls	(256) 372-5555
Property Manager: Zaveon Matt Hales	(256) 372-8159 or x5797
Community Assistants	BAND APP
Office Hours: M-F 8:00 am to 5:00 pm	Closed Weekends

Your Address: 115 Chase Rd, NW, Unit #

Huntsville, Alabama 35811

WIFI Code: **bulldogs**